**Terms of Reference**

(Intern from the Republic of Korea)

**Assignment title:** Social Policy Intern

**UN Host Entity:** UNICEF Lao PDR (Vientiane Capital Office)

**Hiring Manager:** Tinatin Baum (Chief, Social Policy)

**Duration:** 6 months (March 2026 – August 2026)

**Context:**

Lao PDR is at a critical juncture. About 15% of the population lives below the national poverty line, with poverty and vulnerability much higher in remote rural areas than in cities. Economic growth remains narrowly concentrated in mining, hydropower, and tourism, sectors that create limited jobs and contribute to widening inequalities. Social protection coverage is very low, with only a small share of the population—mainly formal workers—covered, while over 86% of workers remain in the informal sector without protection. At the same time, public spending on education, health, and social protection is significantly lower than regional averages, constrained by limited fiscal space and high public debt. These challenges highlight the urgent need for more inclusive growth and stronger investments in human capital.

UNICEF, through its Social Policy Program in partnership with the Government of Lao PDR and partners, works to promote and protect the rights of children and women in Lao PDR. Social policy ensures that the national policy environment and systems for children, particularly the most disadvantaged, are strengthened through improved evidence generation, policy analysis, expanding social protection, disability, advocacy and communication, and knowledge management.

**Task Description**

Under the direct supervision of the Chief, Social Policy, the intern will work closely with the Social Policy Specialist and will be responsible for providing technical assistance to the implementation of social policy programming and related advocacy from strategic planning and formulation to delivery of concrete and sustainable results. Interns are expected to contribute to the following tasks:

1. **Evidence Generation and Analysis**

* Liaise with Health Program colleagues to support the implementation of the Reproductive, Maternal, Newborn and Child Health (RMNCH) analysis.
* Assist in organizing technical meetings, workshops, and consultations with the Lao Statistics Bureau and relevant ministries related to the RMNCH analysis, including preparing minutes and sharing them with participants.

1. **Strengthening Social Protection Coverage and Its Impact on Children**

* Support the Government of Lao PDR in implementing the disability Management Information System (MIS) roadmap.
* Contribute to capacity‑building activities and advocacy efforts aimed at expanding social protection coverage and improving outcomes for vulnerable groups.

1. **Strengthening Public Finance for Children**

* Contribute to the design and development of the nutrition public finance dashboard.
* Support data consolidation for the preparation of the National Nutrition Financial Annual Report and capacity building activities.
* Assist in analyzing economic trends and preparing financial reports to inform policy and program decisions

1. **Advocacy and Program Management**

* Support preparations for the Social Policy Program Annual Review Meeting, high‑level visits and donor visits.
* Assist with communication and media products related to social policy, including drafting program briefs, presentations, and other advocacy materials.

**Living conditions**

**Location of the workplace:** The workplace is located by the side of the Mekong River, 3km from the center of Vientiane Capital and easy to reach. Commuting is either done by private car, taxis or bicycles. The intern will be based within the Child Protection Section of the UNICEF Lao PDR Office in the Capital City of Vientiane. The assignment will also require periodic travel to support programme implementation, monitoring missions and facilitate child protection activities in the provinces. All work-related travel supports to sub-national level, including air tickets, car rentals, security clearance and will be supported by UNICEF as per UNICEF rules. The UNICEF Lao PDR Office is a multi-cultural working environment with around 100 staff working to protect and advance the rights of children.

**Security:** Lao PDR is a family duty station and is relatively safe but special cautions must be aware when walking alone during the dark. As part of the appointment process, the intern is required to complete the B-SAFE training and submit the certificate.

**Housing:** There is a wide range of options for accommodation, including apartments and individual houses. Rents vary from approximately USD500 per month for a small house or one bedroom apartment to USD1,500 per month for larger properties.

**Schools & Childcare:** Most of international staff’s children attend international schools with an academic system that is widely recognized abroad. International schools often include kindergarten and pre-school classes (sometimes even a nursery) for younger children.